The KHRIS Connection

Linking Our Employees to the Future!

From the Desk of ......
Brenda Brown, Director , HR Projects

My personal appreciation goes out to all of the employees who have worked on KHRIS. Your hard work and dedication will soon make KHRIS a reality and will benefit the Commonwealth for many years. However, KHRIS is more than just a Frankfort project; it benefits each and every state employee and benefit participant, regardless of where they work.

KHRIS will transform the way state government does business and will offer state employees more control over many important aspects of their job. With KHRIS, employees will have instant "real time" access to their individual personnel information. For the first time every employee will be able to maintain his or her own time sheet, file leave requests, and make home address information changes in the same online system. Employees will continue to view their pay stub, check leave balances and, along with benefits participants, they will be able to enroll in their state health insurance plan directly from their home or work computer. Employees who supervise others will be able to approve time sheets and leave requests directly online without having to sign a paper copy.

The software purchased by the Commonwealth is being tailored to meet the specific needs of Kentucky state government. In the end, KHRIS will transform the way we do business and will bring needed changes to ensure better service to all state employees and benefit participants. While learning the new processes may take time, it is worth the effort as KHRIS is our future.

How You Can Help the Commonwealth Transition to KHRIS
Sissy Meredith, Executive Director , Governmental Services Center

According to King Whitney Jr., "Change has a considerable psychological impact on the human mind. To the fearful it is threatening because it means that things may get worse. To the hopeful it is encouraging because things may get better. To the confident it is inspiring because the challenge exists to make things better." To meet the challenge of a workplace shaped by technological change, employers and employees must identify their mutual interests in dealing with transformation and work together. What is most critical during a time of changing status quo to adopting a new way of doing something is encouraging an environment receptive to constant and open communications. People willingly engage in change if they know they have been heard and have genuine input to the process. What people don't like is change required of them with little advanced notice. Or worse yet, no notice at all. As John Kotter tells us, "in highly successful change efforts, people find ways to help others see the problems or solutions in ways that influence emotions, not just thought." With the implementation of the Kentucky Human Resource Information System (KHRIS) quickly approaching, employees will have questions or concerns about its impact on their job. As a leader, your role in the project is crucial.

How You Can Help the Commonwealth Transition to KHRIS (cont.)

You are your agency's champion of change and you can help the Commonwealth transition by:

- Listening to fellow employees questions and concerns about KHRIS.

- Becoming an informed KHRIS resource for other employees by reading the KHRIS Connection and checking out other KHRIS information and downloads available on the Personnel Cabinet website http://personnel.ky.gov/programs/khris/.

- Sharing KHRIS information with other employees.

- Providing employees needed training and support in order to make their transition to KHRIS successful.

- Directing employees to the KHRIS website at: http://personnel.ky.gov/programs/khris/.

- Referring employees to the Governmental Services Center (GSC) to learn more about change management or stress management.

- Referring employees who may be suffering severe anxiety about KHRIS's arrival to the Kentucky Employee Assistance Program (KEAP).

- Submitting concerns your employees are having about the implementation to the KHRIS project team.

Test Your Knowledge...
### Information you will use every day in KHRIS

1. **What is CATS?**
   A. A new musical based on the original written by Andrew Lloyd Webber
   B. Cross Application Time Sheet— which is an electronic time sheet for recording working time. Employees will use this timesheet to self enter their time into KHRIS. Workflow can be associated with CATS to route the timesheet from the employee to the supervisor and eventually to the time administrator.
   C. Multiple felines aka a Clowder

2. **What does it mean to delimit a record in KHRIS?**
   A. To limit the airtime of a particular music artist's record due to FCC regulatory standards
   B. To put limits on where a record can be viewed
   C. To stop a record. For example, if an employee changes their home address on June 1st, the previous home address recorded will be delimited (ended) on May 31st, and a new home address record will be created on June 1st and will remain in effect until a subsequent action delimits (stops) it.

Answers: 1. B, 2. C

Welcome New Team Members
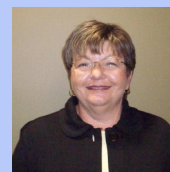
Carolyn Blankenship (KY) Integration Team

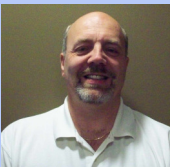Eddie Brown (IBM) OM and PA Teams

Chandra Cheetypalli (IBM) Payroll Team

Margo Grailich (IBM) Security Team

Mariya Nazginova (IBM) Training Team

Cary Nimnicht (IBM) Integration Team

Satyadev Pavuluri - (IBM) Application Development Team

Ratankumar Penela (IBM) Application Development Team

KHRIS Steering Committee

Purpose and Responsibilities

The Steering Committee serves collectively as leader and advocate for the KHRIS project. The Secretaries of all nine Executive Branch cabinets and General Government, the State Treasurer, the Secretary of State, the Commissioner of the Commonwealth's Office of Technology and representatives of the Judicial and Legislative Branches are members. There are also two "At Large" members. Any member may appoint a delegate to serve in his or her absence. It is suggested that delegates be Commissioner level or higher and be given the authority to represent their organization.

The KHRIS Steering Committee shall:

Serve as the enterprise level governance and leadership for the KHRIS project.
Be responsible for sharing and reinforcing the KHRIS vision through Commonwealth communication and allocation of resources. Serve as final arbiter in issue escalation process.

Steering Committee Members

Personnel Cabinet
Nikki Jackson, Secretary, Co-Chair
Tim Longmeyer, Deputy
Secretary, Co-Chair

Commerce Cabinet
Marcheta Sparrow, Secretary

Economic Development Cabinet
John Hindman, Secretary

Education Cabinet
Helen Mountjoy, Secretary

Environmental and Public Protection Cabinet
Robert Vance, Secretary

Finance and Administration Cabinet
Jana Smith, Executive Director

Health and Family Services
J.P. Hamm, Executive Director

Justice and Public Safety
J. Michael Brown, Secretary

Transportation Cabinet
Joe Prather, Secretary

General Government

Military Affairs
Col. Michael A. Jones

Secretary of State
J. Allen Eskridge III,
Assistant Secretary of State

Kentucky State Treasury
Todd Hollenbach, State Treasurer

Administrative Office of the Courts
Rebecca Bowman, Executive Officer for Human Resources

Legislative Research Commission
Robert Sherman, Director

Commonwealth Office of Technology
Steve Dooley, Interim Commissioner

2 At Large Members
Health and Family Services
Kelly Black, Assistant Director
TBD

Save the Date!

Mark your calendars!!
A Demonstration of the new
Kentucky Human Resource Information System
(KHRIS)
will be scheduled on each of the following days:
July 8,9,10,15
More details to follow

Agency Implementation Leads (AILs)

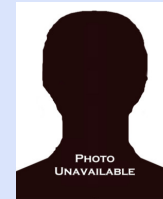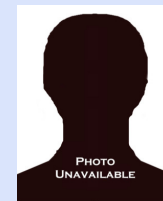|		
Alisa Edwards Agriculture	Tina Keene Agriculture	Rebecca Bowman AOC
Sandra Daniels Attorney General	Tiffany Yeast Commerce	John Wertzler Economic Development
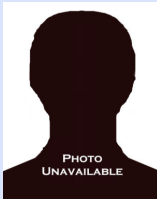
Jill Hunter Education	Mark White Education	Lynn Keeling EPPC
Troy Robinson Finance & Administration	Todd Bailey	Kelly Black Health & Family Services
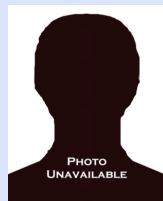
Stephanie Appel Justice & Public Safety	Darla Sandlin Labor	Roy Collins LRC
Angela Skelton Military Affairs	Suzette Gash Personnel	Jack O' Nan Secretary of State
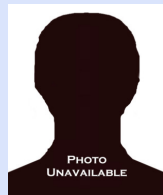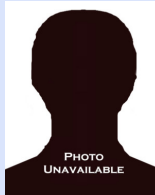
Randy Donahue Transportation	Rebecca Comley Treasurer	Debbie Sutherland Unified Prosecutorial System
Honor Barker Veterans Affairs	Beth Roark Veterans Affairs	Michele Kays KHRIS AIL

For More Information

To learn more about KHRIS and its implementation, please visit the KHRIS link on the Personnel Cabinet website at http://personnel.ky.gov/programs/khris.

How to Contact Us

If you have any comments or suggestions regarding the *KHRIS Connection,* please contact the KHRIS Communications Team at Personnel.KHRISproject@ky.gov.